TITLING AND LICENSING INSTRUCTIONS FOR OFFICIAL VEHICLES



Department of Revenue Motor Vehicle Bureau P. O. Box 100 Jefferson City, MO 65105 (573) 526-3669

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STATE DEPARTMENTS ELIGIBLE FOR OFFICIAL LICENSE PLATES

To provide consistency in titling all state of Missouri official license plates, state departments should title motor vehicles in the department's name as listed below. For example, motor vehicles owned by the Department of Revenue, Division of Taxation should be titled Mo Department of Revenue <u>not</u> Division of Taxation.

	DEPARTMENT NAME	DEPARTMENT CODE
1.	Mo Office of Administration	10
2.	Mo Dept of Agriculture	11
3.	Mo Dept of Conservation	12
4.	Mo Dept of Corrections	13
5.	Mo Dept of Economic Development	14
6.	Mo Dept of Elementary & Secondary Education	15
7.	Mo Dept of Health	16
8.	Mo Dept of Higher Education	17

CENTRAL MO STATE UNIVERSITY - WARRENSBURG NORTHWEST MO STATE UNIVERSITY - MARYVILLE SOUTHEAST MO STATE UNIVERSITY - CAPE GIRARDEAU SOUTHWEST MO STATE UNIVERSITY - SPRINGFIELD TRUMAN STATE UNIVERSITY - KIRKSVILLE UNIVERSITY OF MISSOURI - COLUMBIA UNIVERSITY OF MISSOURI - KANSAS CITY UNIVERSITY OF MISSOURI - ROLLA UNIVERSITY OF MISSOURI - ST. LOUIS HARRIS-STOWE STATE COLLEGE MISSOURI SOUTHERN STATE COLLEGE MISSOURI WESTERN STATE COLLEGE CROWDER COLLEGE EAST CENTRAL COLLEGE JEFFERSON COLLEGE LINCOLN UNIVERSITY LINN STATE TECHNICAL COLLEGE METROPOLITAN COMMUNITY COLLEGES LONGVIEW COMMUNITY COLLEGE MAPLE WOODS COMMUNITY COLLEGE PENN VALLEY COMMUNITY COLLEGE

DEPARTMENT NAME

DEPARTMENT CODE

MINERAL AREA COLLEGE
MOBERLY AREA JUNIOR COLLEGE
NORTH CENTRAL COLLEGE
OZARK TECHNICAL COMMUNITY COLLEGE
ST. CHARLES COUNTY COMMUNITY COLLEGE
ST. LOUIS COMMUNITY COLLEGES

ST. LOUIS COMMUNITY COLLEGE AT FLORISSANT VALLEY

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK

ST. LOUIS COMMUNITY COLLEGE AT MERAMEC

STATE FAIR COMMUNITY COLLEGE THREE RIVERS COMMUNITY COLLEGE

9.	Mo Dept of Transportation	18 & 19
10.	Mo Dept of Insurance	20
11.	Mo Dept of Labor & Industrial Relations	21
12.	Mo Dept of Mental Health	22
13.	Mo Dept of Natural Resources	23
14.	Mo Dept of Public Safety	24
15.	Mo Dept of Revenue	25
16.	Mo Dept of Social Services	26
17.	Elected Officials/Special Issuance should be titled as follow	s:

Mo Governor's Office

Mo Lieutenant Governor's Office

Mo Secretary of State's Office

Mo Treasurer's Office

Mo Auditor's Office

Mo Attorney General's Office

Mo House of Representatives

Mo Senate

Mo Supreme Court

SECTION A - TITLING A STATE OWNED VEHICLE

The following documentation must be submitted to the Motor Vehicle Bureau:

- APPLICATION FOR MISSOURI TITLE AND LICENSE (DOR-108)
 - The application must be completed in full and signed by an authorized agent for the Department;
 - The official name and address of the Department must be recorded on the application for title using standard abbreviations whenever possible as suggested on page 2 and 3 of this booklet. **Do not list an agency within a department as the owner.**

NOTE:

A Certificate of Title may be mailed to an agency within a department by completing the "mail to" information on the application for title.

For example, if the Department of Mental Health purchases a vehicle for the Rolla Regional Center, the owner's name and address on the title application should be listed as: MO Dept of Mental Health, 1706 E Elm St, Jefferson City MO 65109. A "mail to" name and address may be listed as Rolla Regional Center, PO Box 1098, Rolla MO 65402.

- Complete the license transfer portion of the title application if a license plate is being transferred. Attachment A shows the correct way to complete a title application when transferring license plates if the title is to be mailed to a different address. A uniform name and address on all title applications will facilitate the transfer of license plates and ensure proper registration.
- Submit the properly assigned Manufacturer's Statement of Origin or Certificate of Title.

NOTE:

If the vehicle was previously titled in another state, Missouri law requires a current ID/OD inspection (Attachment B) to be completed by an official inspection station and to accompany the application for title. The inspection should verify the vehicle identification number and odometer reading displayed on the vehicle at the time of inspection.

Odometer Disclosure Statement, DOR-319, (Attachment C) if applicable;

NOTE:

If the ownership document is a non-conforming Manufacturer's Statement of Origin or Certificate of Title, an Odometer Disclosure Statement must be completed. A non-conforming ownership document does not have a place for the hand-printed names of the buyer and seller or a place for the purchaser to sign. It also will not meet federal odometer disclosure requirements. *Missouri titles issued prior to August 28, 1989, are non-conforming titles.*

SECTION B - REGISTRATION REQUIREMENTS

The following documents must be submitted to the Department of Revenue, Motor Vehicle Bureau, to obtain official license plates for a state owned vehicle:

- APPLICATION FOR LICENSE ONLY (DOR-184, ATTACHMENT D);
 - ★ The application must be completed and signed by an authorized agent for the department.
- Proof of ownership; and
 - * A copy of the title in the Department's name; or
 - ★ A validated pink registration receipt showing the applicant applied for title.
- A Current safety/emissions inspection certificate not more than 60 days old, if applicable.

NOTE:

A vehicle emissions inspection is required for vehicles operating in the city of St. Louis, St. Louis County, St. Charles County or Jefferson County. This inspection applies only to passenger vehicles and commercial motor vehicles with a manufacturer's gross weight rating of 8,500 pounds or less.

SECTION C - TRANSFERRING OFFICIAL LICENSE PLATES

An official license plate may be transferred from one vehicle titled in a state Department's name to another vehicle already titled to the same Department. The license plate transfer must be reported to the Department of Revenue, Motor Vehicle Bureau, Jefferson City. Official license plates may be transferred at the time of titling a newly acquired motor vehicle as outlined under "Section A - Titling Requirements" or at a later date as outlined below:

APPLICATION FOR LICENSE ONLY, DOR-184, completed and signed; and

NOTE:

The owner's name must be recorded exactly as it appears on the Missouri Certificate of Title. The license transfer information blocks on the application must be completed as shown in Attachment D.

A current safety/emissions inspection certificate not more than 60 days old, if applicable.

NOTE:

A vehicle emissions inspection is required for vehicles operating in the city of St. Louis, St. Louis County, St. Charles County or Jefferson County. This inspection applies only to passenger vehicles and commercial motor vehicles with a manufacturer's gross weight rating of 8,500 pounds or less.

SECTION D - REPLACEMENT LICENSE PLATES

If an official license plate is lost, stolen or mutilated, you must apply for replacement plates by completing an APPLICATION FOR REPLACEMENT PLATE(S)/TABS(S), DOR-1576 (Attachment E). This application must be completed, signed, notarized and submitted to the Motor Vehicle Bureau in Jefferson City.

NOTE:

It takes approximately two weeks to manufacture replacement license plates. The replacement plates will be mailed to the address listed on the application.

SECTION E - SURRENDERING OFFICIAL LICENSE PLATES

Official license plates must be surrendered to the Department of Revenue, Motor Vehicle Bureau when a vehicle is sold and will not be replaced.

SECTION F - ADDRESS AND TELEPHONE NUMBER

When submitting information to this office to title and register a state owned vehicle, please send it to the MISSOURI DEPARTMENT OF REVENUE, MOTOR VEHICLE BUREAU, POST OFFICE BOX 100, JEFFERSON CITY, MISSOURI 65105-0100. If you have additional questions pertaining to state owned vehicles, you may contact our office at (573) 526-3669.

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ATTACHMENT B

Missouri Motor Vehicle Inspection										
APPROVAL CERTIFICATE										
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STREET ST. ST.										
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I realize total repair cost is an estimate and repairs are										
not required to be performed at this station, but I authorize the above establishment to repair my vehicle.										
OWNER'S SIGNATURE DATE REINSPECTED										
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REINSPECTOR'S PERMIT NO. STICKER/DEGAL NO.										
REINSPECTOR'S SIGNATURE CONTROL NO.										
U 2184004										
SHP-499 MVI-2 3/92										

ATTACHMENT C

	PARTMENT OF REVENUE		
MOTOR VEHIC		FORM	Federal law (and State law, if
STATEME	ER DISCLOSURE	3019	applicable) requires that you state the mileage upon transfer of
		(REV. 10-92)	ownership. Failing to complete or providing a false statement may
INSTRUCTIONS ON F	REVERSE MAKE	VEHICLE IDENTIFICATION	result in fines and/or imprisonment.
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ADDRESS 1414 Main	St Jefferson C	ity MO 6510)5
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MO 860-2086 (10-92)

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ATTACHMENT E

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VALIDATION ARE	ĒA.							
TYPE OF TRANS	ACTION							
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WHITE - CENTRAL OFFICE, CANARY - AUDIT, PINK - CUSTOMER RECEIPT